

**PUBLIC NOTICE AND SUMMONS TO A MEETING OF**

**FULL COUNCIL**

**Monday 12 April 2021 at 19h15**

**This will be a “VIRTUAL” meeting using Microsoft TEAM Video Conferencing**

(In accordance with the Coronavirus Act 2020)[[1]](#footnote-1)

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YTg5MGU4OWUtMzEwOC00OWM2LThmNjUtM2IyMmJhZWU5YjFk%40thread.v2/0?context=%7b%22Tid%22%3a%22130b4ee5-8665-49ae-ac64-08a7696f8824%22%2c%22Oid%22%3a%2217818bb8-4f23-4b75-9f0b-3a367252f720%22%7d)

[Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=17818bb8-4f23-4b75-9f0b-3a367252f720&tenantId=130b4ee5-8665-49ae-ac64-08a7696f8824&threadId=19_meeting_YTg5MGU4OWUtMzEwOC00OWM2LThmNjUtM2IyMmJhZWU5YjFk@thread.v2&messageId=0&language=en-US)

Attendance by Press and public is welcome. See the addendum to this agenda or refer to our website for instruction on how to join a meeting, together with virtual meeting etiquette.

**All MEMBERS** of Broughton and Milton Keynes Parish Council are **summoned** to attend a remote meeting to be held on **Monday 12 April 2021 at 19h15**

Signed



Vicky Mote-Clerk to the Council 6 April 2021

**Agenda**

Agendas and reports for most the Council’s public meetings can be accessed via the Internet at: <http://www.broughtonandmkv-pc.gov.uk/Meetings>

**Recording of Meetings**

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council’s staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf>

|  |  |
| --- | --- |
|  **Ref** | **AGENDA** |
| FC21/22-01 | **Public question time, including Parish and Ward Councillor updates:** In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any- matters dealt with by Full Council included on this agenda. *(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair’s discretion).* |
| FC21/22-02 | **Apologies**: To receive, note and agree apologies for absence. |
| FC21/22-03 | **Declaration of Interest:** Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered. |
| FC21/22-04 | **Minutes** to agree as a correct record the minutes of the Full Council meeting held on 01 March 2021. |
| FC21/22-05 | **Finance**1. Grants:
2. Food Bank.
3. YMCA Milton Keynes.
4. Covid19Families UK.
5. MK Village Hall Fireworks.
6. Payments:Council to NOTE payments made as per payment list circulated prior to meeting.
 |
| FC21/22-06 | **Council Action Plan:**  Clerk to give an update on progress of council agreed actions. |
| FC21/22-07 | **Parish Council Meetings (Virtual).** Following Government decision that emergency legislation regarding virtual council meetings will not be extended after 7 May 2021, Council to consider the way forward on face to face and hybrid meetings. |
| FC21/22-08 | **Committee Minutes** (fixed item), to NOTE minutes and approve recommendations.1. **Planning and Licensing Committee.**

Council to NOTE draft minutes of the meeting held on 15/03/21.1. **Asset & Maintenance Committee.**
2. Council to NOTE the draft minutes of the meeting held on 18/03/21.
3. Garages, leaking roof repair.
4. **People, Policy, Process Committee.**
5. Dissolve PPP Committee and replace with HR Working Group.
6. Terms of Reference of working group to be agreed.
7. **Youth Engagement Committee.**
8. Council to NOTE the draft minutes of the meeting held on 29/03/21.
9. Appoint additional members.
10. Appoint a Chairperson.
11. Committee recommendation for consideration on Safeguarding Policy.
 |
| FC21/22-09 | **Consultations Papers** (fixed item). To agree Parish Council responses to current consultations. 1. TRO-307 Statutory Consultation-Notice of proposal (deadline 08/04/21). Council to RETIFY response.
2. Draft South East Milton Keynes - Strategic Urban Extension Development Framework Supplementary Planning Document (deadline 19/04/21).
 |
| FC21/22-10 | **Outsource HR Services:** Council to review quotes and approve outsource service. |
| FC21/22-11 | **Crimewave:** Working group to give an update and options for consideration. |
| FC21/22-12 | **Office 365 VOIP Phone System:** Council to review and consider options. |
| FC21/22-13 | **Next Meeting and Items for future agenda(s):** Council to NOTE the next Full Council meeting and AGM, 10 May 2021 @ 19h15. |

|  |  |
| --- | --- |
| FC21/22-14 | **Annual Appraisals (LM/RL)**To resolve that, under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to information on confidential negotiations. |

|  |
| --- |
| **ADDENDUM: VIRTUAL MEETING ETIQUETTE**1. Please log on no later than 19h05 for us to start the meeting promptly at 19h15.
2. Please turn off your mobile phone.
3. Please ensure your microphone is muted when not talking to reduce echo & feedback.
4. If you wish to speak, please unmute and the Chair will invite you to speak.
5. Please state your name and speak clearly & concisely.
6. No multi-tasking – please close other windows and programmes so you will not be distracted.
7. Please consider your background and what you are doing/wearing can be seen by everyone.
 |

1. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 [↑](#footnote-ref-1)